Document Management Project

Timelines:

Discovery Phase: 8 Weeks
Determine and Interview Project Stakeholders, Speak To and Get Feedback From Standing IT Committees, Define Business Needs & Technical Impact, Define Discovery Scope, Assess High-Level Technical Impact, Determine Target Release Date, Create Business Case, Secure Executive Sponsorship

Business Planning – Prioritization: 2 Weeks
Confirm Target Release Date, Create Resource Plan, Approve Project, Approve Project for Capitalization, Approved to Proceed to Project Initiation

Project Initiation: 1 Week
Assign PM, Start Project Admin Tasks, Create Project Charter

Project Planning: 3 Weeks
Kick Off Project, Create Detailed Project Planning Documents, Define Roles / Assign Resources and Assemble Project Teams, Draft Design of System Architecture, Define Project Testing Agreement, Determine Project Scope (early adopters, departmental deployment, etc.), Identify Document Management Vision Concerns, Gather Market Information

Requirements Phase: 8 Weeks

RFP Process Phase: 8 Weeks
Look at strategic vendors, 'best of breed' products and product market leaders, Perform Vendor Negotiation
Design Phase: 8 Weeks
Create High Level Technical Design, Create Low Level Technical Design, Create Test Scenarios, Create UI Design Code, Design Necessary Environments, Create Depot Migration / Deployment Instructions, Create Development Environment, Design Training Material, Create Northwestern University Branding

Development Phase: 10 Weeks
Implement and Test Components, Create Build Instructions, Integrate and Test Each Subsystem, Create Release Notes, Prepare for Deployment, Create QA Environment, Move Solution to QA Environment, Create All Other Necessary Environments, Create QA Tests, Design Performance Testing Scripts, Create Performance Testing Environment, Create Acceptance Tests, Develop Training Material

Testing Phase: 8 Weeks

Deployment Phase: 8 Weeks
Provide Training & Necessary Communication, Finalize Deployment Plans, Go / No-Go Decision for Deployment, Deploy Solution to Production, Monitor Solution in Production

Project Close: 2 Weeks
Environment Close-Out Tasks, Transition to Support, Identify Lessons Learned, Closure Activities, Collect, Communicate and Report Project Status

Project Total 66 Weeks